

It is the policy of the Lawrence Correctional Center to allow offenders to maintain personal contact with relatives and friends. The visiting privilege is available for this purpose and offenders are encouraged to make full use of it. Depending upon the offender's institutional status, the following guidelines are in effect.

VISITING PRIVILEGES

Visiting hours at the Lawrence Correctional Center are from 8:30 a.m. to 5:30 p.m., Sunday through Saturday (7 days a week). No visitors will be admitted to the visiting room after 4:30 p.m. No visits will be processed prior to 8:00 a.m.

All visits will be unlimited in length per visit. A time limit of two (2) hours will be imposed on those occasions when overcrowding occurs in the visiting room and when additional visits are being processed in the Gatehouse. The oldest visit will be terminated after two hours and so forth until at which time all visits have been processed.

Offenders may receive six (6) visits per month; however, only two (2) visits total per month are permitted on weekends or holidays. On weekends and holidays, offenders may only receive one (1) visit per day. On weekdays only, offenders are allowed multiple visits; however, one visit must be terminated before the next visit is allowed. Offenders may only receive multiple visits from different visitors. Visitors shall not be permitted to visit an offender more than one time per day. **Multiple split visits are not allowed on weekends.**

Visits are restricted to three adults at one time unless otherwise approved by the Warden. The number of children shall be restricted to available seating at the visitors' table. A maximum of three lap-sized children are allowed at each table. Lap-sized children are considered to be those children six years of age and younger. At no time are children to be left unattended during the visit.

Offenders will be allowed the opportunity to hold their children, six years of age or younger, on their laps during the first fifteen (15) minutes of the visit and during the last fifteen (15) minutes of the visit. Lawrence Correctional Center and its staff reserve the right to discontinue this privilege at any time due to security concerns.

Health Care Unit Infirmary Visits: Visiting hours are from 9:00 a.m. to 2:00 p.m. and visits shall be limited to one hour in length. Visits must be pre-approved and coordinated in advance through the CAO and Healthcare Unit Administrator. **Permanent Infirmary housed offender visits follow the same guidelines as general population offenders.**

Non-Contact Visits: All visits of persons in disciplinary segregation and offenders designated as extremely high escape risks (Level E) shall be non-contact visits. Non-contact visiting hours are from 9:00 a.m. to 2:00 p.m. Visits will not be processed after 1:00 p.m. Only one adult visitor may visit at a time and may accompany one lap-sized child. Lap-sized children are considered to be those children six years of age and younger. Smoking is not allowed and no vending is available for non-contact visits.

- Offenders in Segregation: Visits for offenders in segregation will be a maximum of two one-hour visits per month, with only one visit being allowed on a weekend. Only one (1) visit allowed per day.
- Extremely High Escape Risk Offenders (Level E): Visits for Level E offenders will be a maximum of five two-hour visits per month, with only two visits being allowed on a weekend.

- General Population Offenders: Offenders in General Population that have been restricted to non-contact visiting shall be allowed six (6) visits per month, with only two (2) visits being allowed on a weekend or holiday, excluding legal visits. Only one (1) visit is allowed per day. Split visits are allowed to accommodate multiple visits. The first half must be terminated prior to admittance of the second half of the visit.

VISITING PROCEDURES

Persons seventeen years of age or older must be listed on the offender's approved visiting list in order to visit.

Persons under the age of seventeen years need not be on the offender's approved visiting list; however, such persons may visit only:

- When accompanied by a parent or guardian who is at least seventeen years of age and is on the offender's approved visiting list; or,
- When prior notarized, written consent has been given by a parent or guardian in the free community for the child to visit. The child must be accompanied by the person designated in writing who is at least seventeen years of age and is on the offender's approved visiting list; or,
- As otherwise approved by the Chief Administrative Officer.

Persons twelve through sixteen years of age who are not a member of the offender's immediate family may visit only with the notarized, written consent of his or her parent or guardian. Immediate family shall include children, brothers, sisters, and grandchildren (whether step, adopted, half or whole), and spouses. After initial visit, form DOC 0330, Permission to Allow Visitation of a Minor Child, must be completed and returned upon next visit.

A visitor who is not on the offender's approved visiting list shall not be permitted to visit without the approval of the Chief Administrative Officer. Although an offender may have an approved visiting list, any prospective visitor may be denied entry into the facility.

It is helpful for the visitor to check with the offender prior to visiting to ensure the visitor's name is listed on the most recently approved visiting list.

A proposed visitor who has criminal charges pending, including, but not limited to an individual on bond, parole, mandatory supervised release, probation or an ex-offender, may visit a committed person only with the prior written approval of the Chief Administrative Officer. The proposed visitor must submit a written request addressed to the Warden. When on probation/parole, the request letter must be initiated by the probation/parole officer and must include written approval from proposed visitor's probation officer or parole officer.

Upon visitors arriving and entering with contraband items (i.e. phones, electronic items, cigarettes), they will be required to return them to their vehicles. The only exception to the contraband policy will be if visitors arrive on the bus and have no other means to secure said items, then the lockers will be utilized.

If at any point a visitor exits the visiting room and returns back to the Gatehouse, other than to use the restroom, the visit will be terminated unless extenuating circumstances prevail.

Visitors that are denied a visit must leave institutional grounds, provided they have transportation. **Visitors that do not have transportation shall remain in the gatehouse foyer.** Visitors who are denied a visit due to misconduct or temporary restriction shall not be permitted to return to Lawrence Correctional Center to visit any offender until a review of the incident is completed.

Visitor Registration Log: All visitors entering the facility shall sign the Visitor Registration Log which includes the visitor's name, time in, vehicle license number, home address, and name and number of the offender receiving the visit. When leaving, visitors must sign the log and indicate the time out.

Prospective Visitor's Interview Form: On the initial visit to Lawrence Correctional Center, the visitor shall be required to complete a Prospective Visitor's Interview form. Information ascertained through the Prospective Visitor's Interview form may be a basis for denial to visit an offender.

Lawrence Correctional Center staff may interview potential visitors and request background information to determine whether the individual would pose a threat to the security or safety of the facility staff, offenders or other persons.

Identification: On each visit, visitors seventeen years of age and older must have two forms of identification, one of which must contain a valid photo. The other document must provide verification of the person's identity through a name check. Each form of identification must include name and date of birth. Examples of forms of identification accepted include, but are not limited to, driver's license, state identification card, school I.D., birth certificate, passport; F.O.I.D. card, security I.D., work I.D. with photo, or acceptable documentation of non-US citizen including a current passport, visa, or Matricula.

Legal/Government Officials Visits: Special arrangements must be made for legal visits at least two business days in advance by contacting the facility Litigation Coordinator. Legal visitors and government officials who request to visit an offender for the purpose of conducting business on behalf of the Department or other government agency shall be exempt from completing the Prospective Visitor's Interview form. Legal visitors and government officials shall be required to list only their name and business address on the gatehouse sign-in sheet. Legal visitors are not required to be listed on the offender's approved visiting list. The visitor shall be required to provide two forms of identification, one of which includes photo identification and the second form of identification shall include other pertinent data, such as official credentials, attorney registration or law student certification.

Clergy: Clergy, pastors or spiritual advisors shall be allowed to visit offenders during regularly scheduled visiting hours and during other hours as approved by the Chief Administrative Officer, provided they are listed on the offender's approved visiting list. Clergy, pastors or spiritual advisors are allowed three visits per month per offender and these visits will not count toward that offender's allotted monthly visits. Clergy will be permitted to enter the facility with one Bible, Koran or other Holy Book. The Bible, Koran or other Holy Book will be searched prior to entering the facility and Clergy must take the Bible, Koran or other Holy Book with them when he or she leaves the facility. Clergy behavior which is not appropriate to pastoral care and ministry will be cause for termination of visiting privileges.

SEARCHES / CONTRABAND

The rules pertaining to bringing contraband into a correctional institution are posted at the front entrance to the facility. Visitors, their vehicles and their property are subject to search. Any visitor who refuses to submit to such searches shall be denied access to the facility and shall be subject to being placed on visitor restriction. All visitors are subject to a frisk search of their person and will be

required to clear a metal detector. Contraband will be confiscated. Any detection of contraband shall be documented and visiting privileges shall be reviewed.

Contraband is generally defined as any material not issued or authorized by the institution. Contraband includes, but is not limited to, alcohol, cannabis, controlled substances, hypodermic syringes or needles, sharp instruments or weapons, knives, explosives, guns (loaded or unloaded), hacksaw blades, key and lock picking devices. Cameras and picture taking is not allowed on institutional grounds.

A person commits the felony offense of bringing contraband into a correctional institution when he knowingly and without authorization: (a) attempts to bring an item of contraband into a correctional institution **or onto institutional grounds**; (b) causes another to bring an item of contraband into a correctional institution or onto institutional grounds; or (c) places an item of contraband in such proximity to a correctional institution as to give an offender access to the contraband. Any person who attempts to bring contraband into a correctional institution or possesses contraband in a correctional institution will be prosecuted in accordance with 720 ILCS 5/31.A. et seq.

No visitor will be allowed to visit if they appear to be on or under the influence of any controlled substance or alcohol.

Monitoring / Tape Recording: Visitors are subject to monitoring and/or tape recording of any conversation made within the visiting room, except legal visits. Visitors shall be orally advised of this policy and acknowledgement by their signature shall be obtained prior to processing them for their visit. The use of the visiting area by visitors shall be interpreted as having given their consent to monitoring and/or recording of conversation and may occur at any time without any further warning after the visitor's arrival to the visiting area.

RESTRICTED ITEMS

No packages of any type may be taken into the institution by a visitor and no items may be given to offenders (clothing, jewelry, food items, musical instruments, etc.). Coin operated lockers are available at a cost of **fifty cents** for storage of items not permitted in the facility. The value of the items stored in the lockers may not exceed thirty dollars.

Currency: Currency is not allowed beyond the main gate of the facility. Visitors seventeen years of age or older may purchase a debit card with a **five dollar bill only**. Forty dollars is the maximum amount the debit card will hold. The debit card may be taken from the facility and used on subsequent visits at the Lawrence Correctional Center only. The debit card is not to be passed to another person. The debit card is not to be left with the offender. Debit cards are the responsibility of the purchaser. There are no provisions for refunding unused balances on the card. Any items purchased in the visiting room must be consumed or disposed of prior to exit and may not be removed from the visiting room.

Medication: Immediate life care medication may be taken to the visiting room by the visitor. Examples of such medication may include Nitroglycerin pills, asthma spray, and immediate care medication. These types of medication will be inspected by gatehouse staff and, if necessary, by medical personnel. The Shift Supervisor must be notified prior to admittance of medication into the visiting room. A current written statement by a personal physician indicating medical necessity must be furnished prior to admittance of any medication into the visiting room. All medication, except insulin, must be stored and administered at the visiting room officer's desk for the duration of the visit. Insulin syringes must be secured at the main gate and main gate staff notified. Visitors will be

allowed to return to the main gate for the purpose of administering an insulin injection if needed. Syringes must be removed from the facility at the end of the visit.

Baby Items: No food, except baby food in a sealed plastic container, is allowed into the visiting room. One plastic, clear, see-through, milk bottle (no glass) containing white milk or formula is allowed. One pacifier, one bib, one baby blanket and one baby carrier, subject to search, are also allowed. Diapers and baby wipes will be provided by the Lawrence Correctional Center.

VISITOR DRESS CODE

Visitors must be dressed appropriately for a correctional environment or the visit will not be allowed. Clothing which is determined to be sexually explicit that reveals the buttocks and/or breasts is not allowed. An example of this type of clothing includes, but is not limited to, short skirts or dresses, wraparound skirts, shorts, see-through or low-cut blouses, tank tops, tube tops, halter tops, midriff shirts/tops revealing the stomach, etc. Skirts and shorts will not extend higher than the knees. All visitors must wear appropriate underwear. Clothing which suggests or advertises sexual material/content will not be allowed. Clothing must also be in good taste and not advertise or suggest anything that is illegal. Clothing that advertises or suggests security threat group comments or representations will not be allowed. Dark glasses are not allowed or any other material which may distort the identity of the visitor. Coats will be allowed into the visiting room, but will be hung up until the termination of the visit (the only exception will be dress suits). No hats, gloves, scarves or headbands are allowed except religious headwear.

Religious Headwear: Visitors may be permitted to wear religious headwear of religious significance (kaffiyeh, yarmulke, turban, habit, or fez) if there are no safety or security concerns. The headgear must be removed and thoroughly searched. A written request to wear headwear other than those listed above must be submitted to the Chief Administrative Officer at least ten days prior to the visit. The Chief Administrative Officer will review and approve or disapprove such requests. Failure to submit a timely request shall result in a denial of the request.

Jewelry: Any jewelry with names, initials, or words will not be allowed. No lockets or any jewelry with pictures will be allowed. Women may not wear men's jewelry into the institution. Any jewelry that is perceived as a security threat group will be denied. Jewelry that is extremely heavy in weight or that is intimidating to any person, i.e., replicas of any guns, knives, ammo, drugs or drug paraphernalia, will not be allowed. Visitors may possess one watch, one bracelet, two rings (inclusive of one wedding ring), and one necklace. Any belt buckles may be subject to thorough inspection.

VISITING ROOM RULES

Lawrence Correctional Center is a smoke-free facility. Smoking is not allowed. This policy will be strictly enforced, and violations of this policy may result in the visit being terminated and/or issuance of a disciplinary report.

Upon entering the visiting room, the visiting room officer will assign a table for the visit. No moves will be permitted once seated unless approved by security staff. No rearranging of furniture in the visiting room is allowed. Offenders shall remain in designated seating unless using the restroom or exiting the visiting room.

Visitors may kiss and embrace offenders at the beginning and end of the visit, but no other fondling or intimate behavior is allowed. The only other physical contact will be touching hands and arms that are positioned above the table.

Visitors must return to the gatehouse for restroom use. Visitors will not be allowed to use the offender restrooms. Visitors choosing to use the restroom during the course of their visit will be subject to search following use of the restroom.

It will be the responsibility of visitors to keep children's behavior acceptable and to ensure they conduct themselves in an orderly fashion when playing, i.e. no running around the visiting room, loud yelling, etc.

Disruptive behavior by offenders and/or visitors will be cause for the termination of visiting privileges.

Offenders cannot at anytime handle or be in possession of currency or debit cards for use in the vending machines. Upon entrance to the visiting room, offenders will be allowed to view the contents of the vending machines. This shall be done without the presence of visitors and only upon entry.

Visitors and offenders shall not be permitted to exchange any item during a visit, except with prior approval of the Chief Administrative Officer.

There will be no gambling while playing cards during the visit.

VISITING PRIVILEGE RESTRICTIONS

Visiting privileges may be temporarily suspended by the Chief Administrative Officer during an institutional emergency or lockdown and for a reasonable time thereafter.

The Chief Administrative Officer or his designee may deny, suspend, or restrict visiting privileges, either temporarily or permanently, for reasons to include, but not limited to, the following: security and safety requirements; available space; disruptive conduct of the offender or visitor; abuse of the visiting privilege by the offender or visitor; or violation of state or federal law or departmental rules by the offender or visitor. A temporary restriction covers a period of up to six months. A permanent restriction may be for any indefinite period of time in excess of six months.

Persons placed on permanent visitor restriction may seek to have their visiting privileges restored by writing to the Chief Administrative Officer of the facility where the restriction was imposed. The restricted person may seek restoration of visiting privileges six months from the date of restriction and annually thereafter.

FACILITY INFORMATION

Lawrence Correctional Center is located on Highway 50, approximately ten miles east of Olney and approximately ten miles west of Lawrenceville. Telephone number is 618-936-2064.

Parking: Parking is permitted in the south parking lot designated for visitor parking. All vehicles are to be secured by having the motor off and the keys removed with the windows rolled up and the vehicle locked. Children and pets may not be left unattended in a vehicle.

Offender Mailing Address

All mail sent to offenders should be addressed as follows:

(Offender's full name and identification number)
Lawrence Correctional Center
10930 Lawrence Rd.

Mail received without the above information will be returned to sender.

Money orders may not be brought in on a visit. Money orders must contain the offender's full name, identification number, and the sender's name and address. Money orders over \$200.00 will not be accepted and will be returned to the sender at the Offender's expense.

Publications: The following items (a combined maximum of five (5) items per visit – **not** per visitor) may be brought into the institution and left at the gatehouse to be searched and forwarded to the offender:

Books
Magazines
Newspapers
Periodicals

Each of these items must contain the offender's name and complete identification number. All personal addresses must be removed. All other items must be approved in advance through personal property.

Visitors bringing in the above items must properly fill out a Publications Drop Box form. Each publication must be listed separately with the publication's description (i.e. magazine, book, or newspaper), title or name of publication, and issue date or volume and number of publication. Note that if Publication Drop Box form is not properly completed, the publication materials are subject to disposal. Publications will be picked up daily by Mailroom staff for review. All approved publications will be distributed as quickly as possible. Those publications needing additional review will be sent to the Publication Review Committee for processing.

Authorized by:

Marc Hodge, Warden
Lawrence Correctional Center